

FINAL

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
OFFICE FOR CHILDREN AND YOUTH
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CHILD CARE POLICY MANUAL

2007

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Child Care Policy Manual

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OFFICE FOR CHILDREN AND YOUTH
CHILD CARE POLICY MANUAL**

CHAPTER 1

INTRODUCTION

- Section 100 - This Policy Manual establishes policies and procedures for the Office for Children and Youth and the OCY Designated Agents in the administration of the Child Care Certificate Program.
- Section 101 - The Office for Children and Youth (OCY) establishes policy in compliance with the Child Care and Development Block Grant Act, as amended, the Child Care and Development Fund (CCDF) regulations, and the CCDF State Plan. The OCY Designated Agents are authorized by subgrants to administer the CCDF Child Care Certificate Program. The OCY Designated Agents must adhere to the OCY Child Care Policy Manual and the Mississippi Department of Human Services (MDHS) Subgrantee/Contract Manual (Revised March 2005), and any policy bulletins, memoranda, and other instructions from OCY or the Mississippi Department of Human Services.
- Section 102 - Parental choice in the selection of a child care provider is the cornerstone of the Child Care and Development Fund. Services to eligible parents are to be provided as quickly and efficiently as possible, subject to the availability of funds. The OCY Designated Agents should make available to all child care providers and parents all policies herein specifying duties, requirements, and responsibilities required of them. The OCY Designated Agents must also make available mandatory training for all licensed child care providers serving certificate children.
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SECTION 100 - CHILD CARE SERVICES

100.01 PURPOSE OF FUNDING SOURCE

This manual sets forth policies and procedures for the Child Care Certificate Program, funded by the Child Care and Development Fund (CCDF) and administered by the Mississippi Department of Human Services (MDHS), Office for Children and Youth (OCY).

The purpose of the Child Care and Development Fund, according to federal regulations, is to "increase the availability, affordability, and quality of child care services." The goal of OCY through the certificate program is to offer a seamless system of high quality child care which supports both children and their families, and operates within federal guidelines.

CCDF funds will be used to provide child care services for Temporary Assistance for Needy Families (TANF), Transitional Child Care (TCC) Families, and eligible families at risk of going on TANF with very low-income and low-income. Very low-income families are those whose income is at or below 50 percent of the State Median Income (SMI). Low-income families earn above 50 percent and at or below 85 percent of the SMI.

100.02 LEGAL AUTHORITY

Title VI -Child Care and Development Fund (CCDF)

Legislation: Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193).

Regulations: 45CFR Parts 98 and 99 and Final Regulations published in the Federal Register, July 24, 1998 at 63 FR 39981.

100.03 CHILD CARE RESPONSIBILITIES AND THE RIGHT TO PARENTAL CHOICE

- (1) Parents are legally and morally responsible for their children and have the right to select the child care provider of their choice.
- (2) Child care providers are responsible for providing a safe and secure nurturing environment for children in their care.
- (3) The OCY Designated Agents must assist parent(s) in assessing their child care needs and, upon request, provide a list of licensed facilities for parent(s) who do not have a ready choice. The OCY Designated Agents must not influence parent(s) to choose a particular child care provider.

100.04 NON-DISCRIMINATION POLICY

Individuals shall not be discriminated against on the basis of race, color, sex, national origin, religion, age, or handicapping conditions in the provision of child care services.

100.05 SAFEGUARDING INFORMATION

Employees of the OCY Designated Agents and child care providers are prohibited from using or disclosing any information concerning a parent's use of services for any purpose not in conformity with federal and state requirements, except with the written consent of the parent or authorized representative. The public will not be able to request a copy of clients' information and/or records. An authorized representative is an individual who has the legal right to speak or act on the parent's behalf. Documentation of this designation must be contained in the parent's file. (See Appendix A).

SECTION 101 - CHILD CARE CERTIFICATE PROGRAM

101.01 POLICIES AND PROCEDURES FOR THE CHILD CARE CERTIFICATE PROGRAM

The child care certificate is a document issued directly to eligible parent(s) or authorized representatives, provided that funds are available. The certificate allows the parent to select the child care provider of his/her choice. (See Appendix B).

101.02 PRIORITY POPULATIONS

If funds are available, children must be served on a first-come, first-served basis in order of priority. Applications must be date-stamped as they are received. CCDF child care services will be available to children of parents using the following priorities:

- 1st Child Care for Temporary Assistance for Needy Families (TANF)
- 2nd Child Care for Transitional Child Care (TCC)
- 3rd Children of very low-income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI) who are at risk of going on TANF, in the following order:
 - A. Children in Protective Services or Foster Care;
 - B. Children with Special Needs;
 - C. Children of parent(s) deployed in the Mississippi National Guard, or Reserve;
 - D. Children of Teen Parent(s) currently enrolled in high school full-time;
 - E. Children of all other eligible parent(s) at this income level.
- 4th Based upon the availability of funding, children of parent(s) working the required 25 hours per week whose income falls above 50 percent of the SMI and at or below 85 percent of the SMI.
- 5th Based upon the availability of funding, children of parent(s) in an approved **full-time** educational or training program and working less than 25 hours per week regardless of where the family income falls up to 85 percent of the SMI.
- 6th Based upon the availability of funding, children of parent(s) in an approved **full-time** educational or training program and not working.

101.03

ROLL-OVER

- (1) The roll-over process should be completed in a timely manner in order to ensure that there are no interruptions in child care services. The OCY Designated Agents will mail a notice to all current parent(s) and providers that child care certificates will end September 30. An application packet for child care services beginning October 1 will be included with a notification to the parent(s). Parent(s) should be rolled-over based upon the established priorities. At roll-over, for active TCC certificates, the parent's eligibility will continue until the end of the TCC 12 month period, or until a termination notice is received from the case manager, whichever comes first. At roll-over, a new TCC certificate for the new program year will be issued and mailed to the parent and provider for signatures for child care to continue into the new program year, with the end date corresponding to the end date of the parent's 12 month TCC period. Paycheck stubs reflecting a 30-day period prior to the application date are acceptable to document employment. The OCY Designated Agents should establish a reasonable deadline (not less than 15 working days) for the return of all applications. (See Appendix A). If a parent(s) will be using the same provider as the previous fiscal year, the new fiscal year certificate can be issued using the signature on file. This applies to the certificate, the Standard Assurances, the Conditions of Agreement, the Fraud Statement and the Parent Agreement form, the W-9 and the Basic Health and Safety form, providing these forms do not expire on a certain date.
- (2) The OCY Designated Agents should notify parents that families at or below 50 percent of the State Median Income will be rolled over prior to families at or below 85 percent of the State Median Income. After the families in the 50 percent have been rolled over, families at 50 percent of the State Median Income on the waiting list should be served prior to completing the rollover process for the families in 85 percent of the State Median Income.
- (3) **Incomplete Applications** - For parent(s) who do not return a packet or return an incomplete packet, (incomplete documentation, unsigned, not enough hours on the check stubs, etc.) by the established deadline, the Designated Agent should mail the parent(s) a certified letter, return receipt requested. Ten (10) working days should be allowed for the client to submit the information. If the parent(s) fails to submit the information within the ten (10) working days, the application may be closed. If the parent(s) fails to submit a long-form birth certificate or social security card, but a copy is already in the child's file, that copy satisfies the requirement to submit those two items.

101.04 WAITING LIST

- (1) Based upon CCDF federal requirements, the OCY Designated Agents should maintain a current waiting list of all families requesting child care services regardless of the availability of funds. The OCY Designated Agents should not limit the waiting list. Families in Priority 1 or 2 should receive services automatically and not be placed on the waiting list. A parent(s) in the 4th, 5th, or 6th Priority Population previously receiving child care services who cannot be rolled-over due to lack of funding should be placed on the waiting list by priority. Parent(s) should not be placed on a waiting list when funds are available.
- (2) In order to make certain that parents are served on a first-come, first-served basis, parents must be notified, in writing, to update their child care request for the waiting list prior to removing their names from the waiting list after a one-year period.
- (3) It is possible that some applicants who return information prior to the deadline will have to go on the waiting list if funding is not available. As funds become available during the year, certificates may be issued according to priority population and date application was received.
- (4) Applications are processed according to the priority of the applicant. For instance, if an application is received in December for a child in Protective Services or Foster Care, a child with special needs, a child of a militarily deployed parent, or a child of a teen parent, will be given priority over a child of a parent in Priority 3-E whose application was received earlier. If an application is received in December for a Priority 3 parent, that application will be given priority over a Priority 4 parent whose application was received earlier.

SECTION 102 - CRITERIA FOR CHILD CARE SERVICES

102.01 ELIGIBLE PROVIDERS

Parents have the right to choose the type of child care they would like for their child. The Office for Children and Youth has categorized the choices available to parents as follows: a child care center, group home, family day care home, relative provider (in-home or out-of-home) and a non-relative provider (in-home or out-of-home).

- (1) Child Care Centers and Group Homes - In order to receive reimbursement for services rendered, a child care center or group home must be licensed by the Mississippi State Department of Health. A copy of the license must be filed with the OCY Designated Agent. The child care center or the group home must have a current license or a license that is pending.

If a center's license expires and services are being provided for children on the certificate program, the OCY Designated Agent may continue to pay the provider under the following conditions:

- a. The Health Department has not officially closed the center,
- b. The center's director submits a written request, on center letterhead, for child care payments to continue, and
- c. The center provides copies of the licensing renewal fee payment, documentation of a current inspection, and a copy of correspondence from the licensing division stating why the license has not been renewed.
- d. A center with an expired license will be reimbursed for children with a current certificate up to the time frame allowed by the Mississippi State Department of Health; however, no new certificates will be issued until the license is renewed.

- (2) Family Day Care Homes and Relative/Non-Relative Providers - In order to receive reimbursement, all unregulated providers must keep a record of immunizations for all children in their care and a copy of the Basic Health, Safety and Nutrition Assurances. A signed copy of the *Basic Health, Safety and Nutrition Assurances* certifying that they will follow the guidelines should also be filed with the OCY Designated Agent. Individual, unregulated providers must be at least eighteen (18) years of age and are prohibited by law from keeping more than five (5) children who are not related to the provider within the third degree computed according to civil law. A Child Care provider may not be reimbursed if they reside in the same household as the child(ren). Proof of separate residence may be required.

102.02

APPLICATION PROCEDURES

- (1) TANF parents are not required to complete an application for child care services. The Case Managers will indicate on the referral form whether full or part-time child care is required. See Appendix C for referral to the Boys and Girls Clubs.
- (2) TCC Parents whose MDHS TANF child care is ending should be given an official referral form (See Appendix C) by the Division of Economic Assistance. The referral form should note whether the Child Care Certificate should be written for part-time or full-time child care and forwarded to the appropriate OCY Designated Agent. TCC parents should be served regardless of the number of hours worked. Parents receiving TCC child care and whose income is at or below 85 percent of the SMI must be served until the end of the TCC eligibility period even if no other families are being served in the 85 percent category.
- (3) Parents at Risk of Going on TANF: Very Low-income Parent(s) and Low-income Parent(s) - Applications for assistance may be obtained by calling the OCY Designated Agents. Applications will be mailed within 10 calendar days in response to requests. Toll-free numbers are available to parent(s) to use in requesting applications. Parent(s) can obtain these toll-free numbers from child care facilities and from MDHS/OCY Resource and Referral. A Documentation Checklist will be issued by the OCY Designated Agent with each child care application. The Parent's Statement of Agreement will be issued with the certificate.

After the parent completes the application, they can either mail or bring it to the office of the OCY Designated Agent. The OCY Designated Agent will review the information to determine eligibility and send a written notice of eligibility or ineligibility, or non-availability of funds. If the parent falls within a priority group for which funds are available, a certificate will be issued and given or mailed to the parent, who has up to ten days to return the signed certificate to the OCY Designated Agent.

- (4) Foster Care, Protective Services and Prevention Services – Children that are receiving services by the MDHS-Division of Family and Children's Services. A referral will be made by the Division of Family and Children's Services to the OCY Designated Agent, using form MDHS-OCY-43-11 or 43-11A (see Appendix D).

Foster Care – children that are in custody of DHS by court order and placed in a licensed foster family home or placed with an approved relative/kinship caretaker. In determining eligibility, a Foster Child is considered a family of one; however, the foster parent(s) are required to meet the eligibility requirements unless exempted by the Division of Family and Children's Services due to extenuating circumstances.

Protective Services – children that are court ordered to receive Protective Services from DHS-DFCS. These children are living in the home of a parent or relative/ kinship caretaker. To be eligible for child care assistance, the caretaker must be working a minimum of 25 hours or in an education training program and working the minimum required hours. The child should be served without regard to income. The Protective Services parent, custodian or guardian must meet the work requirement unless exempted by the Division of Family and Children's Services due to extenuating circumstances.

Prevention Services – children residing with a family that is receiving Prevention Services from the DHS-DFCS. These children are living in the home of a parent or relative/kinship caretaker. The caretaker must be working a minimum of 25 hours or in an education training program and working the minimum required hours. The child should be served without regard to income.

When a child's case is closed by the Division of Family and Children's Services, that agency will send a Notification of Termination of Child Care Services (See Appendix D) for children that had been receiving services through Foster Care, Protective Services or Prevention Services to the OCY Designated Agent.

- (5) Household Members - An applicant who has a child younger than 21 years old in the home attending school and/or disabled and is considered a dependent, should be counted as a household member.
- (6) Separated Status - When it is strongly believed that a parent is married even though he or she claims to be separated, additional documentation may be requested.

ELIGIBILITY DETERMINATION FOR SERVICES**(1) Eligibility Guidelines by Priority Group**

- a. TANF Parent(s) (Priority 1) - Eligibility for child care service for TANF parent(s) is determined by the MDHS, Division of Economic Assistance Case Manager. The TANF parent is required to participate in an allowable TANF program activity. Each participant must comply with all the requirements of the TANF program. See Appendix C for the automated referral process.
- b. Transitional Child Care (TCC) Parent(s) (Priority 2) - Eligibility for Transitional Child Care (TCC) child care services should be determined from information contained in the MDHS Case Manager's TCC referral. TCC parent(s) should be served regardless of the number of hours worked. If the monthly income amount is not stated on the referral, paycheck stubs may be requested from the Case Manager or from the parent(s). TCC parent(s) must complete an application and submit documentation prior to a certificate being issued. The effective date should coincide with the date listed on the referral form received from the Division of Economic Assistance. Extenuating circumstances will be handled on a case-by-case basis. Parent(s) leaving Priority 2 should be placed in the appropriate priority based upon income, family size or other determining factors.
- c. Very Low-income, At Risk of Going on TANF (Priority III) - In order to qualify for full-time child care, the parent must be working at least 25 hours per week, or be enrolled full-time in high school or enrolled in a full-time GED program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided on a case by case basis. In a two-parent family, each parent must be working at least 25 hours per week. The family's gross income must be at 50 percent or below the State Median Income. Children in Protective Services are eligible for child care services without regard to the income. Foster parent(s) and Protective Services parents, custodians or guardians must meet the same work or school requirement as non-foster parent(s) but without regard to the amount of the foster parents' income. Irregular hours of employment and income should be averaged.

- d. Low-income, At Risk of Going on TANF (Priority IV) - In order to qualify for full-time child care, the parent must be working at least 25 hours per week, or be enrolled full-time in high school or enrolled in a full-time GED program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two-parent family, each parent must be working at least 25 hours per week. To be Priority IV, the family's gross income must be at or above 50 percent of the State Median Income and at or below 85 percent of the State Median Income. Irregular hours of employment and income should be averaged.
- e. Resident - In/Out of State Students - If a parent attends school in/out of state, the application should be made in the parent's name using the address where the child(ren) resides.
- f. The 25 hours per week work requirement is reduced for foreign students who hold a VISA because they are permitted to work only on campus for 20 hours per week.

(2) Income to Be Considered in Calculating Total Family Income

- a. Gross income of applicant and spouse should be considered if the spouse is living in the home. Do not consider a spouse's income if they are separated. All income above or less than 40 hours per week is considered irregular income. Irregular income and commissions should be averaged. For commissions and tips, the amount on the paycheck stub or statement from an employer should be averaged and added to regular work income. Do not consider bonus monies as income.
- b. Social Security benefits for parents and child(ren) must be counted as income.
- c. If a parent receives Supplemental Security Income (SSI), it should be counted as income. If a child(ren) receives SSI, the SSI for the child(ren) should not be counted as income.
- d. Income earned by an adult living in the home, not married to the applicant, but who is the biological parent of the child for whom services are being requested, income should be counted. If there is another adult residing in the home with the applicant to whom the applicant is not married, do not count that person's income or impose a work requirement for them or include them in the number in the household unless they are the biological parents of the child(ren) for whom application for service is being made.

- e. Parents must comply with Child Support Enforcement requirements in order to receive a child care certificate(s). A Verification Form will be mailed to parents as part of the Child Care Certificate Application packet. Parents are to take the completed Verification Form to the MDHS County Office. (See Appendix A). The \$25.00 fee has been waived for child care parents. Staff at the MDHS County Office will receive the information, sign and date the Verification Form. The parent will attach the signed Verification Form to their completed child care certificate application packet and forward it to their assigned OCY Designated Agent. Parents currently meeting Child Support Enforcement regulations must obtain a Verification Form signed by the MDHS Child Support office.

Married parents and parents receiving court-ordered child support are not required to go through the MDHS, Division of Child Support Enforcement. A copy of the court order listing the amount of child support is required. Extenuating circumstances will be handled on a case-by-case basis.

MDHS, Division of Child Support Enforcement may provide exemptions based upon Claims of Good Cause such as, but not limited to:

- i. The noncustodial parent has caused physical and/or emotional harm to the child.
 - ii. Physical and/or emotional harm caused by the noncustodial parent to the relative caring for the child limiting the custodial parent's ability to care for the child.
 - iii. A child conceived as a result of incest or rape.
 - iv. Pending legal adoption proceedings.
 - v. A public or private social services agency assisting you, the custodial parent, to decide whether to keep the child or to release the child for adoption.
- f. Any parent enrolled full time in high school or in a GED program may make an application in his/her own name, as a family unit separate from his/her parent. If the parent is under age and living with his/her parent(s), the parent of the teen must meet the work requirements; however, the teen's parents' income should not be considered.
 - g. If a teen parent lives in the home with her parent(s) or guardian, then the parent(s) or guardian of a teen parent under the age of 18 must sign the certificate and forms along with the teen parent.

- h. No adult living in the home with the child may be paid for child care. Extenuating circumstances will be handled on a case-by-case basis. The biological parent of a child shall not be reimbursed for providing child care for his/her own child(ren).

(3) Documents Required for Eligibility Determination

a. Income Documents:

- i. Two paycheck stubs from within the past 30 days. If paid once a month, only one check stub is required.
- ii. If a new job, the employer's letter on employer's company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked. Actual check stubs must be submitted within 30 days.
- iii. Parents paid in cash should obtain a certified letter from the employer on company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked.
- iv. Parents employed by temporary agencies may be certified with an original letter from an employer on company letterhead verifying employment, rate of pay, and number of hours worked. The letter of employment must be followed up with check stubs within 30 days.
- v. Copy of Estimated Quarterly Tax Report if self-employed, or some form of income documentation approved by the OCY Designated Agent.

b. Educational Documents:

Provide enrollment documentation or proof of attendance from the educational institution. GED classes should be handled the same as any other approved educational training.

c. Additional Documents:

- i. Long Form Birth Certificate. A 90-day grace period may be allowed to receive the birth certificate for a newborn. A 30-day grace period will be allowed for all other children. Any certified copy of the birth certificate should be accepted if both parents are listed, unless the father is unknown.
- ii. Verification of social security numbers can be obtained from a copy of the social security card, immunization record, or other official document showing child's and/or a parent's name and social security number.

(4) Requirements for a Disabled Parent

If a two-parent family applies for assistance and one parent is working and the other is disabled and unable to care for the child(ren), child care can be provided if a written statement is submitted by a physician stating the nature of the disability and the parent is unable to care for the child(ren).

If a single parent is disabled and has a physician's statement stating the nature of the disability and the parent is unable to care for the child(ren), the application should be made in the responsible guardian's name. The responsible guardian is the person responsible for the parent's affairs; the guardian must meet the work requirement. The disabled parent's Supplemental Security Income should be used to calculate the co-payment fee.

- (5) When parents are enlisted in the United States Military and deployed, the eligibility should remain the same until the parent can provide the Military Income. The parent should provide the Military Income as soon as he or she has documentation. The grandparents or the responsible guardians' income should not be counted but the grandparents or the responsible guardian must meet the 25 hours per week work requirement.
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102.04

RE-DETERMINATION

- (1) Determination of the parent's eligibility is to be re-established after the parent(s) has been receiving child care services for six months. The OCY Designated Agent will send a letter to parent(s) requesting check stubs or other verification of employment or enrollment in school and asking the parent(s) if there has been a change in marital status or household size. (See Appendix E). If the employment verification notice is not returned by the due date, a second notice should be mailed certified, return receipt requested. If the mail has been returned undeliverable, the child care provider, if known, should be notified.
- (2) When income is recalculated and there is a change in a co-payment fee, a notice is sent to the parent and the provider. If income increases beyond 85 percent of the State Median Income, child care will be terminated, giving a two-week notice. If the parent is no longer working, child care will be terminated, giving a two-week notice to the child care provider. If the parent has been temporarily laid off or has lost a job for other reasons and is trying to find another job, child care will not be terminated until thirty (30) days after the last work day, giving the parent time to be reinstated in their job or to search for a job. The child care provider must be notified that child care may be terminated within thirty (30) days. If during redetermination (or at any other times) it is discovered that a parent has exceeded the maximum of 30 days of unemployment, the OCY Designated Agent is allowed to issue an immediate termination of services.
- (3) Re-determination of eligibility may be completed within six months of either the issue date or the effective date of the certificate.

SECTION 103 - CO-PAYMENT FEES

103.01 DETERMINING CO-PAYMENT FEES

TANF parents are not assessed a co-payment fee. For all other parents, co-payment fees are determined based upon the parent's family size and income according to the CCDF Child Care Monthly Co-payment Fee Scale for Parents. (See Appendix F).

Co-payment fees are redetermined when there is a change in the parent's income or household size, or during semiannual redetermination of eligibility.

Household Members - An applicant who has a child not yet 21 years old in the same home attending school and/or disabled and is considered a dependent, should be counted as a household member.

103.02 ASSESSING CO-PAYMENT FEES PER CHILD

If a parent has one child receiving full-time child care services, the total co-payment fee should be placed on that child's certificate. If a parent has one child receiving part-time child care services, only half of the total co-payment fee should be placed on the child's certificate.

If one child is in full-day care and part-day care during the same month, the fee should be assessed on the majority of the type of care provided. For example, if a child is served 16 part-time days and five full-time days, the part-time co-payment fee would be assessed for the month.

If a parent has more than one child receiving full-time service, the total co-payment fee is divided equally among the number of children receiving care. If two or more children are receiving part-time services, one half of the divided fee should be placed on each certificate. If a parent has children receiving before/after child care and holiday/summer child cares, a full co-payment fee and a half co-payment fee are placed on each certificate and the appropriate fee is deducted during the payment cycle.

Exceptions:

If a parent has two children, one who is receiving full-year, full-time child care and one being added for holiday/summer child care only, the co-payment fee for the full-year, full-time care will remain the same. The parent is assessed an additional \$10.00 fee for the child receiving holiday/summer child care.

If a parent has two or more children receiving full-year, full-time child care and one child receiving holiday/summer care only, the total co-payment fee is divided equally among the children attending full-time. The parent is not assessed a co-payment fee for the child receiving holiday/summer child care.

Parents assessed a minimum co-payment fee are:

Foster Children

Children in Protective Service

Special Needs Children - Special Needs status must be documented. If there are other children in the family who are receiving child care services, the fee will be \$10 or the child's prorated share of the family's co-payment fee, whichever is less.

103.03 NON-PAYMENT OF FEES

Co-payment fees are to be paid during the current month directly to the provider according to payment arrangements established by the provider and parent. If a parent fails to pay the co-payment fee prior to the end of the month, the provider is required to notify the OCY Designated Agent. Non-payment of co-payment fees may result in termination from the certificate program. If the parent requests a change in a provider prior to fees being paid in full to the original provider, the parent must pay all co-payment fees before a new certificate is issued. It is the responsibility of the provider to report non-payment of co-payment fees to the OCY Designated Agent. The provider may not charge parents any cost over the assigned co-payment fee unless the cost for child care to the general public is higher than the amount paid by the certificate program.

103.04 CO-PAYMENT RECOUPMENT/REPAYMENT

If a parent's fee was assessed at a rate higher than the correct fee, the parent is to be reimbursed by the OCY Designated Agent for the difference for each month paid. The correct fee is to be noted on the certificate and a notice of the change forwarded to the provider and the parent.

If a parent's fee was assessed at a rate lower than the correct fee, the parent and the provider are to be notified that the fee will be adjusted for subsequent months to make up the difference for each month paid. If the amount in question is less than \$50.00, an adjustment to the fee is made but recoupment is not necessary.

103.05 PRORATING CO-PAYMENT FEES

The assessed co-payment fee reflects a monthly rate regardless of attendance. If a child is enrolled between the 1st and 15th of the month, the full monthly co-payment fee is assessed for the first month of service. If the child is enrolled between the 16th and last day of the month, one-half of the monthly co-payment fee is assessed for the first month of service. If a parent desires to change a provider during the month, it is the parent's responsibility to pay the co-payment fee to any subsequent providers.

SECTION 104 - PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES

104.01 SIGN-IN/OUT SHEETS

Providers are required to record accurate attendance and absences on sign-in/out sheets and on daily class rolls for each child in order to complete the payment ledger. The sign-in/out sheets must be signed by the parent/guardian or the parent's authorized representative at the child care center each day. These sign-in/out sheets must show the child's name, the name of the parent/guardian or parent's authorized representative, the time the child is signed in with the signature of the person signing the child in, and the time the child is signed out with the signature of the person signing the child out.

104.02 PAYMENT LEDGERS

- (1) Payment ledgers are mailed to providers monthly. Providers are required to sign the ledger on the provider signature line and on the Tier 1 signature line, if applicable. If the center's OCY Credentialed Director is not the owner of the center, the staff person who is the OCY Credentialed Director must sign on the Tier 1 signature line, and the owner must sign the ledger as well.
- (2) If a certificate has been completed for retroactive care, ledgers for each applicable month will be forwarded to the provider for completion.
- (3) Licensed providers are to provide a written explanation at the bottom of the ledger for each child who is absent for three consecutive days. Unlicensed providers are paid for actual attendance only.

104.03 RATES AND CENTER POLICIES

- (1) Licensed providers must file a copy of the center's published rates with the OCY Designated Agent. If attendance recorded on the ledger does not correspond with the provider's excused absence policy on file, payment will not be issued. Providers are not allowed to charge a higher rate to families in the certificate program than the rate charged to the general public. (See Appendix G).
- (2) If the child care center's policy states that a program stipend will be provided to non-certificate children, the provider must document the amount and the source of funds for each child on a monthly basis. Parents co-payment fees cannot be used as children's stipends. This documentation must be in hard

copy such as check stubs receipts, etc., that will show Mississippi Department of Human Services auditors a clear paper trail of cash infusion from non-tuition sources and non-child-care-certificate monies sufficient to cover the full amount of tuition without any stipends.

- (3) The OCY Designated Agents should not monitor any fiscal or children's files without the director or an approved supervisor staff person in attendance. Providers should be allowed to provide documented receipts, etc., without exposing all the centers fiscal records. **Only necessary documentation should be requested from the parent.**
 - (4) Parents employed at a licensed center or group home may be eligible for a child care certificate providing their work in the center is other than providing child care to their own child(ren). Nor can the child(ren) be included in a group assigned to the biological parent to maintain the adult/child ratio required by the Mississippi State Department of Health.
 - (5) Rates of reimbursement are assigned on a certificate based on the provider type (licensed or unlicensed), age of child, and Tier level, (See Appendix G). A full-time rate may be charged for non-traditional child care. Non-traditional child care is appropriate when a parent requires full-time child care in lieu of before-and-after school care.
 - (6) School-aged children will be reimbursed at the part-time rate for absentees, during vacation and holidays except when it is documented that the child(ren) attended the licensed child care center, full-day, during the school year. The provider must provide a written explanation on the ledger for the child(ren)'s full-time attendance in order to receive full-time reimbursement.
 - (7) Summer child care for school-aged children will be reimbursed at the full-time rate for absentees, vacation, and holidays.
 - (8) When a provider's Tier status changes after the October 1 rollover process, current certificates will remain at the pre-October Tier rate until the certificate expires. Any new certificates will be issued at the higher/lower Tier rate.
-

104.04**OVER-PAYMENTS AND UNDER-PAYMENTS**

- (1) If a provider discovers an error in the payment issued, the provider is required to notify the OCY Designated Agent to request an adjustment within 30 days of the issuance of the payment. Questioned payments or incorrect payments will be adjusted during the next monthly payment cycle.
- (2) If an overpayment has occurred, the provider is allowed the option of repaying the excess to the OCY Designated Agent or having the overpayment recouped from subsequent payments.

104.05**ABSENTEES AND NOTICE**

- (1) If a child is absent for more than two weeks for medical reasons, the parent is required to submit a doctor's statement. Extenuating circumstances, such as parent's visitation rights, will be handled on a case-by-case basis.
- (2) If a school-aged child attends full-time for a day(s) other than scheduled holidays during the school year, the provider must provide a written explanation on the ledger for the child's full-time attendance in order to receive full-time reimbursement.
- (3) The Child Care Certificate Program will not be responsible for payments for services beyond the child's last date of attendance, except when the provider's written policy on file with the OCY Designated Agent requires a parent to give notice in advance of withdrawal. The time required for withdrawal notification will be reimbursed by the OCY Designated Agent except under emergency conditions such as abuse or neglect - or other extenuating circumstances - not to exceed two weeks. Licensed providers are to provide a written explanation at the bottom of the ledger for each child who is absent for three consecutive days. Unlicensed providers are paid for actual attendance only.
- (4) A child care center must remain open on days when children are taken on field trips or for vacation for any children who cannot attend the field trips or are not on vacation and still need child care.

SECTION 105 - INTERRUPTION OF CHILD CARE SERVICES

105.01

ALLOWABLE LEAVE TIME FOR PARENTS

- (1) Parents who lose or change jobs are allowed a thirty (30) day grace period from the last date of employment before child care services are terminated in order to give the parent time to be reinstated in their job. During this thirty (30) day period, the parent is required to submit new eligibility documentation and be redetermined eligible for services. Failure to submit acceptable eligibility documentation will result in the termination of services.
- (2) Temporary Job Closings - Workers temporarily unemployed due to the nature of their work may include but are not limited to workers employed in construction, factories, or catfish processing plants. Extensions beyond the approved thirty (30) days must gain approval from OCY on a case-by-case basis.
- (3) Natural Disaster - Child care services should be continued when parents are off work due to circumstances beyond the parent's control such as hurricanes, floods, and tornado. Licensed child care providers should also be reimbursed when the center is closed temporarily due to a natural disaster.
- (4) A pregnant mother is allowed six weeks of child care assistance during maternity leave. Documentation from a physician of the maternity leave must be included in the parent's file. The parent must provide new eligibility documentation once she returns to work. Failure to submit acceptable eligibility documentation will result in the termination of services.
- (5) Parent(s) are allowed up to thirty days of sick leave from their job if documented by their employer and physician. Extenuating circumstances will be handled on a case-by-case basis.
- (6) There may be parents who do not require a certificate for twelve months, such as school workers, students, and others with seasonal employment who are not working during the summer. During the time the parent is not working, reimbursement for the certificate will not be made and the parent is not required to pay the monthly co-payment fee.
- (7) A child is allowed 10 vacation days per federal fiscal year (beginning October 1 - September 30).
- (8) Providers may elect to observe up to 11 holidays for the period beginning October 1 through September 30. If the Governor allows more than one day in observance of a holiday, the providers must be allowed these extra days.

Legal Holidays are as follows:

January 1	New Year's Day
The Third Monday of January	Robert E. Lee's Birthday and Dr. Martin Luther King, Jr.'s Birthday
The Third Monday of February	Washington's Birthday
The Last Monday of April	Confederate Memorial Day
The Last Monday of May	National Memorial Day and Jefferson Davis' Birthday
July 4	Independence Day
The First Monday of September	Labor Day
The Second Monday of October	Columbus Day
November 11	Armistice or Veteran's Day
A day fixed by proclamation by the Governor of Mississippi as a day of Thanksgiving, which shall be fixed to correspond to the date proclaimed by the President of the United States	Thanksgiving Day
December 25	Christmas Day

- (9) A child care provider may elect not to observe Confederate Memorial Day, Columbus Day, or Armistice or Veteran's Day on the scheduled date and to use these days to extend the Thanksgiving and/or Christmas Holidays up to two days. Child care providers should notify the OCY Designated Agent in writing prior to any changes in the Holiday schedule.
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105.02 REASONS FOR TERMINATION

- (1) TANF or TCC child care is terminated by the MDHS County Case Manager.
- (2) Parent(s) who fail to submit the required information for redetermination are allowed an additional five (5) days' notice before services will be terminated. A second notice should be mailed certified mail, return receipt requested.
- (3) Non-payment of co-payment fees may result in termination from the Child Care Certificate Program for a one-year period.
- (4) A child care certificate may be terminated upon the request of the parent, or by the OCY Designated Agent according to policy.
- (5) Child care services will be terminated when a child grows older than the age requirements.
- (6) If at any time a parent provides fraudulent information, child care services are immediately terminated and the client is ineligible to reapply for a one-year period.

105.03 CHANGE IN PROVIDER

Parents are allowed to change providers no more than two times per federal fiscal year, unless warranted by certain situations such as relocation, child abuse/neglect, or the provider no longer provides child care services. Parents must request a change in provider from the OCY Designated Agent prior to withdrawing the child, unless under emergency circumstances. The parent(s) should give at least two weeks prior notice to the current provider before withdrawing the child from the center unless there are extenuating circumstances. Parent(s) moving from one OCY Designated Agent's service area to another may be covered through the end of the subgrant period by the OCY Designated Agent making the initial eligibility determination. A mutual agreement to transfer occurs between the OCY Designated Agents. Child care certificates are to be rolled over based upon their order of priority by the OCY Designated Agent in the county where the parent(s) currently resides.

105.04**PARENTAL AND PROVIDER DISPUTES**

Any unresolved dispute concerning a question of fact under the Application/Agreement between the OCY Designated Agent and Parent/Provider shall be decided by the Director of the Office for Children and Youth. In the review by the OCY Director the Parent/Provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the Parent/Provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the Parent/Provider mails or delivers to the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his/her designee, the OCY Designated Agent will proceed in accordance with the decision of the Director of the Office for Children and Youth.

SECTION 106 - FRAUD AND ABUSE

This section outlines the policies and procedures for handling alleged and/or substantiated fraud and exploitation in the Child Care Certificate Program by a parent and/or provider.

106.01 POLICY STATEMENT

Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance with knowledge of those false statements, is subject to criminal prosecution. The offense may be a misdemeanor when the amount received or requested is below \$500, or a felony if the amount received or requested is above \$500. If a child care center knowingly provides false information, a financial penalty will be imposed. Whether or not a criminal prosecution or conviction results, at the first offense, recoupment will be made and a warning issued. At the second offense, recoupment will be made and the center will be permanently disqualified from participating in the CCDF program.

106.02 SUSPECTED FRAUD OR ABUSE OF FUNDS

The OCY Designated Agent will attempt to resolve any suspicion of parent and/or provider fraud or misuse of funds. The investigation of suspected fraud or misuse of funds shall be documented and retained in the client and/or provider files. If the problem can be resolved without further procedural action at a higher level, the OCY Designated Agent will document the disposition of the matter and send a file copy to the Office for Children and Youth.

Prior to terminating certificates at licensed child care facilities due to documented fraud, the OCY Designated Agents must assist the Child Care and Development Fund (CCDF) parent(s) with locating an alternative child care facility or home **without an interruption** in child care services unless the parent(s) **CHOOSSES** to keep their child(ren) at the center and forfeit the CCDF Certificate. In this situation, a notarized statement of fact from the parent(s) must be retained by the OCY Designated Agent. The OCY Designated Agent must report back to OCY no later than 30 days from notification as to how this disposition has been handled.

106.03 RECOUPMENT OF FUNDS

The OCY Designated Agent shall employ the steps listed below to recoup or attempt to recoup funds paid for ineligible services because of suspected parent or provider fraud or misuse of funds when unable to resolve otherwise. The steps include, but are not limited to:

- (1) A letter outlining the violation of OCY policy, the total amount of funds to be repaid, a reasonable suggested payment plan, the legal action

to be pursued if the client or facility owner fails to cooperate, and a response time frame of 15 calendar days; the letter should be sent to the alleged offender by certified mail; retain a copy in the client file; and

If no response is received, a follow-up telephone call should be made using telephone numbers contained in the client or provider file. Document the time and date of each attempt to reach the alleged offender by phone. Also, summarize any conversation with the alleged offender. If the OCY Designated Agent is unable to contact the client by telephone after several attempts, document such in the file. Copies of all correspondence between the OCY Designated Agents and the alleged offender must be forwarded to the OCY Director, requesting permission to pursue the issue in court or refer the matter to the State or federal prosecutor.

- (2) The OCY Director will review all correspondence and other documentation relevant to the suspected case of fraud and/or misuse of funds. The documentation supplied by the OCY Designated Agent should contain any extenuating circumstances in the family or regarding the child care provider so OCY can render a decision for or against legal action. Upon receipt of written approval to pursue legal action, the OCY Designated Agent will:
 - a. When the amount of funds involved is \$2,500 or less, contact the County Prosecutor in the respective county to file a complaint and/or affidavit in Justice Court against the alleged offender. A chronological file reflecting all relevant facts must be provided at the time the complaint and/or an affidavit is filed; or
 - b. When the amount of funds involved is more than \$2,500 contact the County Prosecutor in the respective county to file a complaint and/or affidavit in County Court against the alleged offender. If no County Court exists in that county, contact the District Attorney to file a charge in Circuit Court against the alleged offender. A chronological file reflecting all relevant facts must be provided at the time the complaint and/or an affidavit is filed.

106.04

FINAL DISPOSITION FOR ACTION

A copy of any final judgment issued by the Court should be forwarded to OCY and a copy maintained on file.

SECTION 107 – REPORTS

Monthly reports are compiled by the OCY Designated Agent and submitted to OCY by the 10th calendar day of each month. Reports include the following:

- (1) ACF-800 (CCIS format)
- (2) CD copy or e-mail containing database files BE and LGR to MIS for ACF-801 reporting or e-mail attachment(s)
- (3) Expenditure Report by Priority Populations (CCIS format)
- (4) Obligation Report by Priority Population (CCIS format)
- (5) Certificate Report by county and overall district (issued and terminated certificates; not a service report) (CCIS format)
- (6) Reporting Worksheets (OCY format)
- (7) Requests for Cash (OCY format)

The OCY Designated Agent is required to provide any supplemental reports requested by OCY.

SECTION 108 – MONITORING

- 108.01** The OCY Designated Agents will monitor a selection of licensed providers participating in the certificate program at least once annually. The OCY Designated Agent should select centers whose records indicate a need for technical assistance, for example, ledgers marked with perfect attendance for each child each month. According to MDHS Subgrantee Manual, OCY Designated Agents may conduct monitoring visits un-announced.
- 108.02** Monitoring visits will include a review of the following records:
- (1) Each center must maintain a daily attendance roster on each child.
 - (2) The attendance recorded on the center's attendance roster will be compared to the attendance reported on the center's ledger.
 - (3) The center's published rates charged to the general public will be compared to the rates requested and received on each certificate.
 - (4) Verify the payment of co-payment fees.
 - (5) A copy of the center's license will be requested if a current copy is not on file with the OCY Designated Agent.
 - (6) Records will be reviewed to verify that the center has retained a copy of the Center's Statement of Agreement on file.
 - (7) The center will be monitored to make sure that the hours of operation meet the needs of the full-time working parents plus travel time. This applies to non-traditional child care hours. The center must be open at least five (5) days per week.
 - (8) The attendance will be checked to ensure that the center is not receiving more (CCDF and TANF) certificates than its licensed capacity. If it is determined during the monitoring visit that the center attendance exceeds the center's licensed capacity, then the situation may be reported to the Mississippi State Department of Health, Child Care Licensure.

108.03 Other Monitoring Issues:

- (1) If a center is not accurately recording attendance or is charging different rates, the center will receive a letter concerning the finding(s). Any overpayments that occurred because of these two situations shall be recouped by the OCY Designated Agent. The OCY Designated Agent may demand direct repayment by the center to the Child Care Certificate program or may debit subsequent ledgers submitted by the center and make deductions from reimbursement checks issued to the center. The OCY Designated Agent may set up an installment repayment plan for the center.
- (2) A center with findings may be monitored again, by either announced or unannounced visits. If the center is still in non-compliance under the original finding(s), a copy of all correspondence regarding the matter should be forwarded to MDHS.

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
OFFICE FOR CHILDREN AND YOUTH**

GLOSSARY OF TERMS

This chapter contains the definition of key words or phrases and clarifies the terms as they relate to this manual.

ADULT - An individual 18 years of age or older.

AUTHORIZED REPRESENTATIVE - An individual who has the legal right to speak or act on the parent's behalf. Written authorization must come to the child care center or the OCY Designated Agent directly from the parent and be maintained in the appropriate file.

BEFORE-AND AFTER-SCHOOL CARE - Child care services for school-aged children (ages 5-12) during the hours before and after the regular school day. Under CCDF child care may be provided for children under the age of 13 and for those children under the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that caused marked and severe functional limitations expected to last at least 12 months in duration.

CARE GIVER - An individual at least eighteen (18) years of age with a high school diploma or equivalent (GED) who provides direct child care, supervision, and guidance to an eligible child.

MONTHLY CHILD CARE CO-PAYMENT FEES FOR PARENTS - A system of cost-sharing based upon income and size of the family for families who participate in the Child Care and Development Fund Program.

CHILD CARE AND DEVELOPMENT FUND (CCDF) - A federally-funded program designed to provide quality child care services to eligible very low-income families who are actively participating in an allowable TANF activity, transitioning off TANF, at-risk of going on TANF and are in need of child care in order to work OR are low-income families, employed or enrolled in an approved educational or training program.

CHILD CARE CERTIFICATE - A document issued by the OCY Designated Agent directly to a parent(s) who has been determined eligible for CCDF, who may use it as payment for child care services. A child care certificate is assistance to the parent, not assistance to the provider.

CHILD CARE FACILITIES

CENTER-BASED - A non-residential facility in which shelter and personal care is regularly provided for six or more children who are not related within the third degree computed according to the civil law to the operator and who are under the age of 13 and receive care for any part of a 24-hour day.

For all Child Care Centers, as defined above, related children of all staff must be included in the licensed number. These centers are considered commercial establishments and must meet all requirements of the Regulation Governing Food Service Sanitation.

FAMILY CHILD CARE HOME - An occupied residence in which shelter and personal care is regularly provided for five or fewer children who are not related within the third degree computed according to the civil law to the provider and who are less than 13 years of age and are provided care for any part of the 24-hour day. These homes may voluntarily register with the Mississippi State Department of Health and must be registered with the Office for Children and Youth, Mississippi Department of Human Services. The provider must be at least 18 years old and cannot be a biological parent of the child receiving assistance.

GROUP HOME CHILD CARE - An occupied residence in which shelter and personal care are regularly provided for six to 15 children who are not related within the third degree computed according to civil law to the operator and who are under the age of 13 and receive care for any part of the 24-hour day. Children related within the third degree are included in determining space and staff, but are not included in the licensed number.

CHILD CARE PROVIDERS

CENTER-BASED CHILD CARE PROVIDER - A provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child, in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training.

FAMILY CHILD CARE PROVIDER - One individual who provides child care services for fewer than 24-hours per day per child, as the sole CAREGIVER, in a private residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training.

GROUP HOME CHILD CARE PROVIDER - Two or more individuals who provide child care services for six to 15 children for fewer than 24 hours per day per child, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training.

IN-HOME CHILD CARE PROVIDER - An individual who provides child care services in the child's own home.

CHILD CARE SERVICES - Care provided for a fee by a child care provider to an eligible child or children in the parent's absence.

CHILD CARE WEEK - The period of time that child care is provided per week. The child care week may cover more than the normal five days. This is allowable as long as the OCY Weekly Child Care Reimbursement Tier rate is not exceeded.

CREDENTIALLED DIRECTOR - A professional credential awarded to child care center directors operating licensed child care programs in Mississippi and those who aspire to be directors for the successful completion of a curriculum in Child Care Management Best Practice.

DISABLED PARENT - A person unable to care for herself/himself due to a condition documented by a physician stating the nature of the disability.

EARLY CHILDHOOD DEVELOPMENT PROGRAM - A preschool program (ages birth to kindergarten) that provides child care services to low-income working parents and eligible parents enrolled in an educational or training program.

ELIGIBLE CHILD - A child whose parent(s) meets the eligibility requirements as set forth by the grant.

EXTENDED DAY CHILD CARE - Before-and after-school care for Head Start children (ages 3-4 or up to age 5) and school-age children (ages 5-12) who need such care due to the work schedule of their parent(s).

FAMILY - A unit where a child(ren) resides with a parent(s) who is related by blood, marriage, adoption, or legal guardianship.

FAMILY OF ONE - A child receiving child care services based upon his/her income received from SSI, foster board payment, etc.

FULL-DAY CHILD CARE - Child care provided for six or more hours of a 24-hour day. Full-day child care should meet the needs and reflect the work, education, or TANF training schedule of the parent with a maximum of 30 minutes of travel time each way.

GROSS INCOME - The parent's income before any deductions.

HALF-DAY - Child care provided for fewer than six hours per day.

INCOME ELIGIBLE (IE) - Income that is not supplemented by any public assistance other than food stamps or medical assistance, and does not exceed 85 percent of the State Median Income (SMI).

INCOME MAINTENANCE (IM) - Income from TANF or Supplemental Security Income and other public assistance.

INFANTS - Children from birth through 12 months.

IN-HOME CHILD CARE - Child care services for five or fewer eligible children for less than 24 hours a day in the child's own home. For TANF parents, these services may not be provided in the child's own home if the child care provider is included in the TANF assistance unit, such as a grandparent, aunt, or older sibling.

IN LOCO PARENTIS - Person standing in place of a parent, for example, a foster parent, a relative, or friend with whom the child resides if the child's parent is unable to act as the parent or has delegated his or her authority to someone else. The term describes someone who provides care and supervision like a parent but without going through the formalities of legal adoption or guardianship.

LICENSING OR REGULATORY REQUIREMENTS - Requirements necessary for a provider to legally provide child care services in a state or locality, including regulations and requirements established under State Local or Tribal law. The "Mississippi Child Care Licensing Law," Section 43-20-1, et seq., of the Mississippi Code of 1972 Annotated, which provides the legal authority under which the Mississippi State Department of Health prescribes minimum regulations for child care facilities defined under the law.

LOCAL SERVICE PROVIDER - See OCY Designated Agents.

LOW-INCOME - Income above the 50 percent of the State Median Income (SMI) or at or below the 85 percent of the SMI.

MINIMUM FEE - An assessment of \$10 per month for full-day child care services and \$5.00 per month for half-day before-and after-school/extended day, etc. child care services.

MDHS TANF CASE MANAGER - An employee of the Mississippi Department of Human Services, Division of Economic Assistance, that provides case management services, supportive services, and referrals for child care services for active TANF participants at the local/county level.

NON-TRADITIONAL CARE - Includes night care and supervision of school-age children for less than 24 hours per day that occurs within the twelve hours between 6:00 p.m. and 5:59 a.m., or weekend care and supervision of children that takes place between 6:00 p.m. Friday and 5:59 a.m. Monday.

OCY DESIGNATED AGENT - An OCY Subgrantee who administers the CCDF Certificate Program for a specified number of counties.

PARENT - A mother or father by blood, marriage, or adoption, a legal guardian, or other person standing in loco parentis.

PRESCHOOL - Children from three years of age through kindergarten.

PROVIDER - The entity providing child care services.

REIMBURSEMENT TIERS - The established rates for child care services based upon the age of the child, type of child care provider, hours of child care, and OCY approved tier criteria.

SEASONAL WORKERS - Individuals who are temporarily unemployed due to the nature of their work.

SPECIAL NEEDS/DISABLED PARENT - A parent who meet the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the parents incapable of self-care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed. If the parent is unable to manage their personal affairs, the application should be made in the parent/guardian or responsible adult's name. If the disabled parent receives SSI, the income maintenance fee of \$10.00 should be applied to the child(ren). Short Term disability medically documented will be handled on a case-by-case basis with approval by OCY.

SPECIAL NEEDS RATE - Special Needs rates may be applied for children through the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the child(ren) incapable of self-care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed.

STATE MEDIAN INCOME (SMI) - The average income of all Mississippi workers.

SUMMER CARE - Child care for children during the summer months, when school is not in session.

SUPPLEMENTAL SECURITY INCOME (SSI) - A monthly payment to a person for having a medically proven physical/mental or physical condition that causes marked and severe functional limitations that are expected to last at least 12 months in duration.

TANF (Temporary Assistance for Needy Families) - The block grant that replaced the Aid to Families with Dependent Children (AFDC) and Job Opportunities and Basic Skills Program (JOBS). Benefits are time-limited, mandating that families move quickly into work activities leading to self-sufficiency.

TERMINATED CHILD CARE CERTIFICATE - A certificate that has been used as payment for child care services for a period of time and is no longer valid. Reasons that certificates would be terminated include, but are not limited to, the following: giving false information, change in a provider, change in rates, change in funding sources (example: from CCDF to TANF), or there has not been a request for reimbursement on a Child Care Certificate 60 days after the certificate has been issued.

TODDLERS - Children the age of 13 months and less than 36 months.

TRANSITIONAL CHILD CARE (TCC) - Up to 12 months of subsidized child care for eligible parents.

VERY LOW INCOME - Income at or below the 50 percent of the State Median Income (SMI).

WITHOUT REGARD TO INCOME (WRI) - Income that is irrelevant; therefore, it is not to be considered. The only children who are to be considered WITHOUT REGARD TO INCOME are in court-ordered Protective Services Cases 340. The only documentation necessary to determine eligibility is the referral form from the Division of Family and Children's services and proof of the parent's work or exemption.

Child Care Services Application Packet

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
OFFICE FOR CHILDREN AND YOUTH
CHILD CARE SERVICES APPLICATION

100.01

We will consider this application without regard to race, color,
age, sex, handicap, religion, national origin, or political benefit.

1. PARENT/LEGALLY RESPONSIBLE PERSON INFORMATION NAME _____ MAILING ADDRESS _____ CITY _____ ZIP _____ PHYSICAL ADDRESS, IF DIFFERENT THAN MAILING ADDRESS: _____	COUNTY OF RESIDENCE _____ PHONE: _____ (Home) _____ (Work) SINGLE _____ MARRIED _____ SEPARATED _____ DIVORCED _____ PLACE OF EMPLOYMENT _____ SPOUSE PLACE OF EMPLOYMENT _____ Are you a teen parent? _____ Are you currently deployed (military)? _____
---	--

2. PLEASE LIST ALL PERSONS LIVING IN THE HOME. (Use reverse side if necessary)						
NAME (LIST YOURSELF FIRST)	SEX	BIRTH DATE	RELATION TO YOU	FATHER IN HOME?	MOTHER IN HOME?	SOCIAL SECURITY NO.
1.			SELF	N/A	N/A	
2.						
3.						
4.						
5.						
6.						

3. PLEASE LIST CHILDREN NEEDING CHILD CARE AND PROVIDE CHILD CARE PROVIDER INFORMATION (Use reverse side if necessary)				
CHILD'S NAME	SPECIAL NEEDS CHILD?	Will Child be in Headstart or Kindergarten or school?	If so, what is approximate start date?	NAME, ADDRESS AND PHONE NUMBER OF YOUR CHILD CARE PROVIDER (DAY CARE CENTER OR INDIVIDUAL)
1.	yes__ no__	yes__ no__		
2.	yes__ no__	yes__ no__		
3.	yes__ no__	yes__ no__		
4.	yes__ no__	yes__ no__		
5.	yes__ no__	yes__ no__		
6.	yes__ no__	yes__ no__		

4. PLEASE LIST ALL SOURCES OF INCOME FOR YOUR HOUSEHOLD					I AM WORKING: <input type="checkbox"/> Day Shift <input type="checkbox"/> Night Shift <input type="checkbox"/> Swing Shift <input type="checkbox"/> Not working <input type="checkbox"/> Clinical or field placement
SOURCE OF INCOME		PERSON RECEIVING	GROSS AMOUNT	HOW OFTEN PAID	
Employment	yes__ no__	SELF	Attach check stubs		I am <input type="checkbox"/> In High school <input type="checkbox"/> In college
Employment	yes__ no__	SPOUSE	Attach check stubs		
Self-employment	yes__ no__		Attach documentation		
SSI	yes__ no__		\$		
Social Security or Other	yes__ no__		\$		
Child Support/Alimony	yes__ no__		\$		
DO YOU RECEIVE: (yes or no) Housing Assistance _____ Food Stamp Assistance _____ Other Assistance _____ (including educational grants, loans, and scholarships)					

PARENT(S) RIGHTS

100.01

As a recipient of Child Care services, you have rights which you should know about. These are:

The information you share with your provider is confidential. This means that what you tell your service provider cannot be shared with anyone other than the Office for Children and Youth (OCY), Mississippi Department of Human Services (MDHS), the OCY Designated Agent, and the child care provider of your choice, without your permission, except State or federal program review or fiscal agents.

You have a right to see your case file, unless this is prohibited by federal or State law or regulation.

You have the right not be discriminated against because of your political affiliation, religion, race, color, sex, handicap, national origin, or age. If you think you have been discriminated against, you should discuss this with the OCY Designated Agent. If you are not satisfied, you may call OCY at 1-800-677-7882 (this is a toll-free call).

You may enroll your child with the child care provider of your choice.

Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Office for Children and Youth. In the review by the OCY Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, the OCY Designated Agent will proceed in accordance with the decision of the Director of the Office for Children and Youth.

PARENT(S) RESPONSIBILITIES

PLEASE READ THIS SECTION CAREFULLY. PLEASE ASK THE OCY DESIGNATED AGENT TO EXPLAIN TO YOU ANY OF THESE STATEMENTS THAT YOU DO NOT UNDERSTAND.

- ☐ I certify that this form has been examined by me and that the information given is true and correct to the best of my knowledge and belief.
- ☐ I agree to provide accurate and truthful information to the OCY Designated Agent, and when requested to the representatives of MDHS, or the Office for Children and Youth for the purpose of determining eligibility for assistance.
- ☐ I agree to provide the OCY Designated Agent information to verify any statements given in this application and hereby give the OCY Designated Agent, MDHS, or its agents permission to obtain such verification. I will cooperate fully with State and federal personnel in any review.
- ☐ I will notify the OCY Designated Agent within ten (10) days of any change in the following circumstances: marital status, household size, household income, address, employment, education or training status for any household member.
- ☐ I agree to notify the OCY Designated Agent when child care services are no longer needed.
- ☐ I will notify the provider if my child(ren) will not attend child care for three (3) or more days at any one time.
- ☐ I am the parent or legal guardian of the children as specified and they are living in my home. These children are in need of child care in order that I may continue employment and/or education/training.
- ☐ If I am the legal guardian of the children as specified, I declare that they are deprived of parental support or care by reason of death, incapacity, or continued absence from home of a parent.
- ☐ I understand that Mississippi law requires MDHS to take necessary action to establish paternity and/or collect child support from the responsible parent(s) whose child(ren) are receiving public assistance. The Office for Children and Youth, MDHS provided consumer information to parents in need of assistance in obtaining child support. I agree to cooperate and to provide assistance in the collection of child support and/or the establishment of paternity for children whom I am requesting assistance. I understand that if I do not cooperate as required, I may lose my eligibility for child care services according to the requirements of the program.
- ☐ I understand that the provider of the child care services is NOT an agent of OCY Designated Agent, and that the foregoing entitles in no way warrant the services rendered, and I understand that the child care provider acts solely as an independent contractor in its capacity as a child care provider.
- ☐ Under Mississippi law, any person who knowingly commits fraud or aids or abets another person to commit fraud, in connection with State or federally-funded assistance programs, may be punished as for either a misdemeanor or a felony. Fraudulent acts are set forth in the applicable statutes, but they include failure to disclose a material fact in making a determination for a person to receive aid or benefits or services under any State or federally-funded assistance program; failure to disclose a change of circumstances; and knowingly filing a false claim for aid, benefits, or services.

UNDERSTAND ALL OF THE STATEMENTS LISTED ABOVE. ☐ YES ☐ NO I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE POLICIES CAN RESULT IN THE TERMINATION OF CHILD CARE SERVICES. ☐ YES ☐ NO

Client's Name (Please Print)

Date

OCY Designated Agent (Please Print)

OCY Designated Agent's Signature

Date

Parent's Statement of Agreement

I agree to report to the Child Care Department any changes in:

- | | |
|--|--|
| <ul style="list-style-type: none"> ● income ● address or phone number ● child support | <ul style="list-style-type: none"> ● work hours or school enrollment ● family size ● daycare provider |
|--|--|

If any of these changes occur, I will contact the Child Care Department within ten (10) days.

I understand that:

1. any change in my employment status (layoff, new job, change in income, maternity leave, change in number of work hours) or change in my family size (new baby, marriage, divorce) could affect my co-pay fee or my eligibility.

2. I must pay a monthly co-payment fee to the child care provider, and that failure to keep my co-payment fee current could result in termination from the child care program.

3. If the provider charges more than the maximum amount the certificate program can pay, I will be responsible for paying that difference, in addition to my co-payment.

4. If I change providers, I am to report this change in advance to the Child Care Department. I understand that it is my responsibility, and NOT the responsibility of the daycare center or individual provider, to ensure that the Child Care Department is notified and that a replacement certificate is written to the new provider. I understand I can request a change in provider only two times during the year and that changes will not be processed between August 1 and September 30 (during rollover) unless circumstances are such that it is absolutely necessary.

5. If my child misses attendance at the daycare center, I am to contact the center and let them know the reason, and if my child misses 3 consecutive days with no contact from me to the center, the center is to contact the Child Care Department and my need for childcare services will be reviewed.

6. If my child misses attendance at the daycare center for more than two weeks, I will be responsible for payment to the center. If more than two weeks for a medical reason, I will submit a doctor's statement to the center.

7. If I withdraw my child from a center without giving notice as required by the center, I will be responsible for paying the center or working out an arrangement with the center. I understand the certificate program cannot double-pay for my child.

8. I or my authorized representative must sign my child(ren) in and out on the daycare center's sign-in sheets every day and if I do not, the program will not be responsible for paying for my child care.

9. that payments cannot be made to another person living in the same household as my child.

10. If I use an unlicensed individual child care provider, she/he must be 18 or older and she/he is prohibited by law from keeping more than 5 children who are not related to the provider.

11. failure to comply with Child Support will result in termination of my certificate(s).

12. that my eligibility must be re-established after I have been receiving child care services for six (6) months.

13. If I provide false information during the application or redetermination process, my child care certificate(s) will be terminated and I will not be eligible to reapply for services until one year from the date of termination. If I provide false information again after being re-approved for services, I will be disqualified from the certificate program permanently.

FRAUD: Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution. This prosecution will be for a misdemeanor when the amount received or requested is below \$500, or a felony if the amount received is above \$500.

GRIEVANCE PROCEDURE: Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Office for Children and Youth. In the review by the OCY Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, the OCY Designated Agent will proceed in accordance with the decision of the Director of the Office for Children and Youth.

Work or School Schedule: Please list below the hours that you work and/or attend school each day. Write in your usual daily schedule in the blanks below. Example: 8am-5pm, 7am-3pm, etc. Below that, please write in the hours child care is needed.

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
------	------	-------	------	--------	------	------

Child Care Services are needed from _____ (am or pm) to _____ (am or pm)

(Parent's signature)

(Date)

Child Care Documentation Checklist

● PARENT WORKING - Please send one of the following:

- (1) Check stubs - If you are paid every week, every 2 weeks or twice a month, send us your two most recent check stubs. If you are paid monthly, send us your most recent check stub. Must be working at least 25 hours per week.
- (2) If you are self-employed, send a copy of your Estimated Quarterly Tax Report or other method approved by Designated Agent
- (3) If you have just started a job and do not have check stubs yet, send a letter from your employer on company letterhead (or a notarized statement from employer) stating when you began the job, your rate of pay, and number of hours per week scheduled to work. The letter will be good for 30 days, and must be followed up with 2 check stubs.
- (4) If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.

TEEN PARENTS IN HIGH SCHOOL

- (1) If you are a teen parent and living at home with your parent(s), your parent(s) must be working the required 25 hours per week. Send two (2) of your parent(s)' check stubs.
- (2) If you are a teen parent and living at home with your parent(s), your parent(s) cannot be paid for keeping your child.

● If you receive SSI, Social Security, or alimony, send a copy of the check or award letter.

● PARENT IN SCHOOL

High School	Enrolled full time. Current verification of enrollment from the Principal or counselor of the high school. Copy of 2 check stubs if student is working. Copy of 2 of parent's check stubs. No work requirement for the student.
College, working part time	Priority 5. Enrolled full time, working less than 25 hours per week. Copy of school enrollment. If classes have not started, send copy of schedule, followed by enrollment letter within a week after classes begin. Copy of 2 check stubs. Clinical hours can count as work hours.
College, not working	Priority 6. Enrolled full time. Copy of school enrollment. If classes have not started, send copy of schedule, followed by enrollment letter within a week after classes begin.

● LONG FORM BIRTH CERTIFICATE for each child who needs child care. If your child is already on the program and currently receiving childcare, you will not need to send this again. If you are not currently on the program, or if you are adding another child, you WILL need to send it. If you don't have the long form birth certificate (with the parent's names on it) we can accept a copy of the birth certificate application and money order until you receive the birth certificate. You will have 30 days to get the birth certificate to us. (90 days for a newborn.)

● SOCIAL SECURITY NUMBERS Copies of social security cards for parent(s) and for each child needing child care. If no social security card, then a copy of a printed document, such as a printout from Social Security or child's immunization record, which includes the Social Security number. If your child is already on the program and receiving childcare, you will not need to send this again. If you are not currently on the program, or if you are adding another child, you WILL need to send it.

● CHILD SUPPORT

Through DHS: Take the enclosed form, "Verification of Application for Child Support Services", to your County DHS office. After the Child Support officer signs it, return it to us, along with a printout of recent child support payments to verify the amount.

Not through DHS, is court ordered, through Bank Plan: Send us a copy of (1) court order, showing children and amounts to be paid, and (2) a printout of payments from a Bank Plan payment schedule.

Not through DHS, is court ordered, but not through Bank Plan: Send a copy of court order. Entire monthly amount will be used to determine income.

Have not yet applied for Child Support and have no court order (whether or not you are receiving any payments): Take the enclosed form, "Verification of Application for Child Support Services" to your County DHS office, in order to open a Child Support case. You might need to call for an appointment. After the Child Support officer signs the form, attach it to your Child Care application and return it to us.

CHILD CARE DEVELOPMENT FUND (CCDF) RACE-ETHNICITY INFORMATION

We are required by the federal government to gather the following information for statistical purposes. It is for reporting purposes only and will not in any way affect your eligibility for this program.

Please complete this for yourself and for each child you are applying for.

<p><u>PARENT</u></p> <p>Name _____</p> <p><i>Do you consider yourself wholly or in part... (Check all that apply)</i></p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White or Caucasian</p> <hr/> <p><input type="checkbox"/> Hispanic or Latino <i>If yes, also check one of the above.</i></p>	<p><u>CHILD #1</u></p> <p>Child's Name _____</p> <p><i>Do you consider your child wholly or in part... (Check all that apply)</i></p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White or Caucasian</p> <hr/> <p><input type="checkbox"/> Hispanic or Latino <i>If yes, also check one of the above.</i></p>
<p><u>CHILD #2</u></p> <p>Child's Name _____</p> <p><i>Do you consider your child wholly or in part... (Check all that apply)</i></p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White or Caucasian</p> <hr/> <p><input type="checkbox"/> Hispanic or Latino <i>If yes, also check one of the above.</i></p>	<p><u>CHILD #3</u></p> <p>Child's Name _____</p> <p><i>Do you consider your child wholly or in part... (Check all that apply)</i></p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White or Caucasian</p> <hr/> <p><input type="checkbox"/> Hispanic or Latino <i>If yes, also check one of the above.</i></p>
<p><u>CHILD #4</u></p> <p>Child's Name _____</p> <p><i>Do you consider your child wholly or in part... (Check all that apply)</i></p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White or Caucasian</p> <hr/> <p><input type="checkbox"/> Hispanic or Latino <i>If yes, also check one of the above.</i></p>	<p><u>CHILD #5</u></p> <p>Child's Name _____</p> <p><i>Do you consider your child wholly or in part... (Check all that apply)</i></p> <p><input type="checkbox"/> American Indian or Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White or Caucasian</p> <hr/> <p><input type="checkbox"/> Hispanic or Latino <i>If yes, also check one of the above.</i></p>

10/01/01

GUARDIANSHIP/IN LOCO PARENTIS
VERIFICATION

Guardian's name: _____

Address: _____

Phone

Home: _____

Work: _____

Date _____

I am currently providing care for the child or children listed below. The child or children do live with me, but the child or children's parents do not. I am responsible for their care in all aspects of daily living.

Children's names: _____

Do you receive other benefits for this child? Check all that apply:

Food stamps

Medicaid

TANF

CHIPS Insurance

yes _____ no _____

yes _____ no _____

yes _____ no _____

yes _____ no _____

Guardian's signature: _____

Verification of Application for Child Support Services

Mississippi Department of Human Services

Division of Child Support Enforcement

This completed form is to be attached to parent's child care application.

Designated Agent _____

Custodial Parent's County of Residence _____

This is to verify that _____ / _____
(custodial parent) (Social Security number)

is currently cooperating and receiving child support services and payments _____

OR

is currently cooperating and receiving child support services but is not receiving child support payments _____

OR

is not in compliance with Child Support _____

for the following dependent child(ren):

(Please attach a DHS child support payment history printout.)

CHILD'S NAME	NON-CUSTODIAL PARENT	CHILD SUPPORT STAFF INITIALS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AND/OR

This is to verify that _____ / _____
(custodial parent) (Social Security number)

is excused from cooperating with child support, for the following dependent child(ren):

CHILD'S NAME	CHILD SUPPORT STAFF INITIALS
_____	_____
_____	_____

DHS Child Support Enforcement officer _____

Date _____

County Office Official Stamp _____

(over)

Child Care Certificate (Front)

101

GENERAL INFORMATION		B. FUNDING SOURCE/ELIGIBILITY	
Issue Date _____	Effective From _____ To _____	Funding code: _____	Work _____ Ed/Training _____ Ed/Work _____ Protective Services _____ Other _____
Initial Eligibility Date _____	# Parents _____ # Children _____ CC _____	For Office Use Only	
Family _____	Termination Date _____ Priority _____ Population _____		
A. HEAD OF FAMILY INFORMATION		C. FACE VALUE INFORMATION	
ID# _____ Case # _____ SS# _____	Parent/Responsible Adult's Name/Foster Child's Name _____	Hours Per Week _____	Hours Per Month: _____
Address _____ (first) (last) City _____ DOB _____		Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____	
ZIP _____ Telephone (H) _____ (W) _____ County _____		Rates Full day\$ _____ Half day\$ _____ B/A School\$ _____ Tier _____	
Monthly Gross Income\$ _____ Sex _____		Monthly Payments\$ _____ Total Value \$ _____	
Use 0 for No; Use 1 for Yes; Use 9 for Child Head of Family Single _____ Married _____		Co-Payment\$ _____ Non-traditional Care\$ _____	
Employment Income _____ Use 0 for No; Use 1 for Yes		Change in Provider? Yes _____ No _____ Previous Certificate # _____	
Housing Assistance _____ Cash TANF _____ TANF MOE _____		D. CHILD'S INFORMATION	
	Food Stamps _____ Other Income _____	Child's ID# _____ Child's SS# _____	
		Full Name _____	
		DOB _____ (first) (last) Age _____ Sex _____ (first) (last) SN _____	
		Ethnicity and Race Use 0 for No; Use 1 for Yes	
		American Indian or Alaskan Native _____ Black or African American _____ Hispanic or Latino _____	
		Native Hawaiian or Other Pacific Islander _____ White _____	
E. PROVIDER INFORMATION Type of Care _____ Center = 04 Group Home = 03 Relative: In-Home = 06 Out of Home = 08 Non-Relative: In-Home = 05 Out of Home = 07			
Center/Provider Name _____	Owner/Director Name _____	Age _____ Phone # _____ ID# _____ Tax _____	
Address _____		Zip Code _____ SS # _____ License # _____	
Rates: Full-Time \$ _____ B/A School \$ _____	Part-Time \$ _____	Special Needs \$ _____	
Signatures:			
The conditions of this Agreement for child care of the child identified above fully meet the approval of all parties concerned, as evidenced by the signatures which appear below, and such conditions become effective on the first day of service (effective date). The parties understand fully the stipulations as set forth herein, and according to the Agreement on the back of this certificate, understanding that any other Agreement made in connection with the child care service on this child must not be in conflict with the conditions contained herein. THIS CERTIFICATE IS NOT VALID UNTIL ALL INFORMATION IS COMPLETED, ALL SIGNATURES ARE EXECUTED, AND THE CERTIFICATE IS RETURNED TO THE CASE MANAGEMENT ENTITY BY THE DUE DATE. VOID IF NOT RETURNED WITHIN FIVE (5) WORKING DAYS AFTER ISSUE DATE. DUE DATE: _____			
Child Care Provider _____	Date _____	Parent/Responsible Adult _____	Date _____
		OCY Designated Agent/TANF Child Care Coordinator _____	Date _____

CHILD CARE CENTER STATEMENT OF AGREEMENT

As Director or Owner of this child care center, I understand and agree with the following guidelines as they relate to the child care certificate program. I acknowledge that I have received a copy of the *Center Information Booklet* and agree to adhere to the program guidelines outlined in the Booklet.

1. This center will provide developmentally appropriate early childhood educational activities, including reading and writing.
2. Rates charged to certificate children cannot exceed rates charged to non-certificate children.
3. Discounts, such as for second or third children in a family, offered to non-certificate children must be offered to certificate children.
4. Holiday/vacation/absentee/withdrawal charges for certificate children cannot be different than charges for non-certificate children.
5. Absences will be marked on the monthly ledger, even if the center charges for missed days.
6. Parent or authorized representatives must sign the child in and out on a daily basis. I understand that daily sign-in/sign-out sheets and marked ledgers should agree.
7. I understand that if I mark a child present on a ledger when the child was not actually attending, the center may have overpayments recouped.
8. I will note on the bottom of the ledger the reason if a child misses three or more consecutive days. I will notify the Child Care Department by telephone if a child misses three consecutive days with no contact from the parent.
9. I agree to submit payment ledgers each month by the due date in order to ensure payment.
10. Co-payment fees must be collected and documented on a monthly basis. I must notify the Designated Agent by the end of the current month if a parent fails to pay her/his co-payment.
11. Once a certificate is written, I understand that the rate cannot be increased during the program year, which is October 1 through September 30.
12. It is my responsibility to report any changes in ownership, tax identification number, address, phone number, center director, tier status, policy and license to the child care department within ten days.
13. I understand that if I am a Tier I provider, the director with the Tier I qualification as registered with the Designated Agent must be on site for a minimum of six (6) hours of the program day in order to receive Tier I reimbursement rates.
14. I agree not to exceed my licensed capacity.
15. I understand that I am not to complete and/or sign the parent's name to the parent's Child Care Application or certificate, and that the parent her/himself must sign these documents.
16. I understand that I cannot offer any bribe or payments to any certificate parents or child care staff in order that my center might be selected.
17. I will report any suspicion of unemployment or school drop-out of a parent to the child care program staff so the matter can be reviewed.
18. As a participant in the certificate program, my center may be monitored by staff of the child care certificate program, the Office for Children and Youth, or any representative of the Mississippi Department of Human Services. If the center is not in compliance with regulations or the center has collected payments it was not entitled to, the center may have overpayments recouped.
19. I understand that if I knowingly provide false information, a penalty will be imposed. At the first offense, recoupment will be made and a warning issued. At the second offense, recoupment will be made and the center will be permanently disqualified from participating in the CCDF program.

FRAUD: Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution. This prosecution will be for a misdemeanor when the amount received or requested is below \$500, or a felony if the amount received is above \$500.

GRIEVANCE PROCEDURE: Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Office for Children and Youth. In the review by the OCY Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, the OCY Designated Agent will proceed in accordance with the decision of the Director of the Office for Children and Youth.

Director or Owner _____ Date _____

Center _____

ISSUED TO MDHS STAFF VIA MAVERICS MAILBOX

TO: Economic Assistance County Directors

FROM: Cheryl Sparkman, Director
Division of Economic Assistance

RE: TANF Child Care

DATE: May 24, 2005

The Boys and Girls Clubs receive funding through the Attorney General's Office to provide services (summer and after school) to TANF eligible children. Parents/caretaker relatives who choose a Boys and Girls Club as their child care provider should be referred directly to the local Boys and Girls Club. The case manager (CM) must document the case record and instruct the individual to contact the Boys and Girls Club to arrange child care services. Also, inform these individuals that they will be responsible for paying any registration fees. Referrals to the Boys and Girls Club will be handled manually (verbally). However, if the Boys and Girls Club requires a referral form, the CM must use the manual Resource Service Referral form, MDHS-EA-365/565. It is not necessary to refer these individuals to the Office for Children and Youth (OCY) Designated Agents (DA). However, if a referral is sent to the DA prior to the individual choosing The Boys and Girls Club, the DA should make the referral and notify the CM and document the Weekly Recap Report accordingly. NOTE: The individual's back up plan for child care services must be documented in the case record.

County directors must ensure this mailbox is shared with appropriate staff. OCY will ensure distribution to all DA. If you have any questions, please handle through your Regional Director.

pc: Regional Directors
Office for Children and Youth
Work Programs Unit

Reviewed by: Julia Todd Date: 5/24/05
Office for Children and Youth

☒ Approved ☐ Disapproved

Reviewed/Approved
Cheryl Sparkman 5/24/05

Comments: _____

PC: *Ricky Berry*

Referral for Family and Children's Services

REFERRAL FOR CHILD CARE SERVICES
PROTECTIVE SERVICES

103.01

TO: _____ FROM: _____

SECTION A: CLIENT INFORMATION

Only one child should be entered per referral. If this is not a 340 or 600 case type, the parent/caretaker should contact the DCY Designated Agent personally for application.

NAME OF CHILD: _____ DATE OF BIRTH: ____/____/____

NAME OF PARENT: _____ ADDRESS: _____ PHONE #: _____

MDHS-CASE NUMBER: _____ COUNTY & CODE: _____

CHILD'S SOCIAL SECURITY #: _____ CHILD'S MEDICAID #: _____
(If Available)

NOTES AND COMMENTS: _____

SECTION B: MISSISSIPPI DEPARTMENT OF HUMAN SERVICES -- CASE TYPE

BASIS OF DETERMINING ELIGIBILITY

340 CASE: COURT ORDERED PROTECTIVE SERVICE CASE IN WHICH A FORMALIZED PLAN FOR RESOLVING DYSFUNCTIONS IS PUT IN PLACE ALONG WITH THE PROVISION OF SUPPORT SERVICES FOR STABILIZATION OF THE FAMILY.

CHILDREN IN PROTECTIVE SERVICES CASES (340 CASE TYPES) ARE ELIGIBLE FOR CHILD CARE. WITH 340 CASE TYPES, THE CHILD REMAINS IN THE HOME. THE PARENT(S) MUST BE WORKING A MINIMUM OF 20 HOURS OR IN AN EDUCATION OR TRAINING PROGRAM AND WORKING THE MINIMUM REQUIRED HOURS. ON A CASE-BY-CASE BASIS THE WORK/SCHOOL/TRAINING ACTIVITY MAY BE WAIVED WHEN REQUESTED BY THE DIRECTOR OF THE DIVISION OF FAMILY AND CHILDREN'S SERVICES TO THE DIRECTOR OF THE OFFICE FOR CHILDREN AND YOUTH.

600 CASE: COURT ORDERED IN CUSTODY OF DHS AND PLACED IN A LICENSED FOSTER FAMILY HOME OR WITH AN APPROVED RELATIVE. THE FOSTER FAMILY OR APPROVED RELATIVE NEEDS SUPPORT SERVICES.

CHILDREN IN FOSTER CARE CASES (600 CASE TYPE) ARE ELIGIBLE FOR CHILD CARE. WITH 600 CASE TYPES, THE CHILD IS PLACED IN A LICENSED FAMILY HOME OR WITH AN APPROVED RELATIVE. INCOME ELIGIBILITY IS BASED EXCLUSIVELY ON THE CHILD'S INCOME. IN DETERMINING INCOME ELIGIBILITY, THE CHILD IS CONSIDERED A FAMILY OF ONE. THE FOSTER PARENT(S) OR APPROVED RELATIVE MUST BE WORKING OR ATTENDING A JOB TRAINING OR EDUCATIONAL PROGRAM AND WORKING THE MINIMUM REQUIRED HOURS TO BE ELIGIBLE.

CASE TYPE REASON CHILD CARE IS NEEDED:

____ 340 _____

____ 600 _____

SOCIAL WORKER: _____ TELEPHONE # (WORK): _____

SECTION C: VERIFICATION OF ELIGIBILITY

I ATTEST THAT THE INFORMATION CONTAINED HEREIN IS CORRECT BASED ON THE INFORMATION AVAILABLE. I FURTHER ATTEST THAT THERE IS AN OPEN CASE ON THIS FAMILY AND THAT CHILD CARE SERVICES ARE NECESSARY FOR THE CHILD(REN) BEING REFERRED. I UNDERSTAND THAT I WILL BE COMMITTING AN ACT OF FRAUD PUNISHABLE BY FINE AND/OR EMPLOYMENT TERMINATION IF I KNOWINGLY REFER A FAMILY FOR WHICH THERE IS NOT AN ACTIVE MDHS CASE OR FAIL TO FOLLOW PROPER TERMINATION OF SERVICES PROCEDURE WHEN THERE IS NO LONGER A NEED FOR CHILD CARE SERVICES OR WHEN THE MDHS CASE IS CLOSED.

MDHS SOCIAL WORKER: _____ APPROVAL OF MDHS SUPERVISOR: _____ DATE: _____

MISSISSIPPI
Form MDHS-DFCS-43-11A
Issued 10-1-99

REFERRAL FOR CHILD CARE SERVICES FOSTER CARE

TO: _____ FROM: _____

SECTION A: CLIENT INFORMATION

Only one child should be entered per referral. If this is not a 600 case type, the parent/caretaker should contact the OCY Designated Agency personally for application.

NAME OF CHILD: _____ DATE OF BIRTH: ____/____/____
NAME OF PARENT: _____ ADDRESS: _____ PHONE #: _____
MDHS-CASE NUMBER: _____ COUNTY & CODE: _____
CHILD'S SOCIAL SECURITY #: _____ CHILD'S MEDICAID #: _____ (if Available)
NOTES AND COMMENTS: _____

SECTION B: MISSISSIPPI DEPARTMENT OF HUMAN SERVICES -- CASE TYPE

BASIS OF DETERMINING ELIGIBILITY

600 CASE: COURT ORDERED IN CUSTODY OF DHS AND PLACED IN A LICENSED FOSTER FAMILY HOME OR WITH AN APPROVED RELATIVE. THE FOSTER FAMILY OR APPROVED RELATIVE NEEDS SUPPORT SERVICES.

CHILDREN IN FOSTER CARE CASES (600 CASE TYPES) ARE ELIGIBLE FOR CHILD CARE, WITH 600 CASE TYPES, THE CHILD IS PLACED IN A LICENSED FAMILY HOME OR WITH AN APPROVED RELATIVE. INCOME ELIGIBILITY IS BASED EXCLUSIVELY ON THE CHILD'S INCOME. (IN DETERMINING INCOME ELIGIBILITY, THE CHILD IS CONSIDERED A FAMILY OF ONE.) THE FOSTER PARENT(S) OR APPROVED RELATIVE MUST BE WORKING OR ATTENDING A JOB TRAINING OR EDUCATIONAL PROGRAM AND WORKING THE MINIMUM REQUIRED HOURS TO BE ELIGIBLE.

CASE TYPE REASON CHILD CARE IS NEEDED:

____ 600 _____

SOCIAL WORKER: _____ TELEPHONE # (WORK): _____

SECTION C: VERIFICATION OF ELIGIBILITY

I ATTEST THAT THE INFORMATION CONTAINED HEREIN IS CORRECT BASED ON THE INFORMATION AVAILABLE. I FURTHER ATTEST THAT THERE IS AN OPEN CASE ON THIS FAMILY AND THAT CHILD CARE SERVICES ARE NECESSARY FOR THE CHILD(REN) BEING REFERRED. I UNDERSTAND THAT I WILL BE COMMITTING AN ACT OF FRAUD PUNISHABLE BY FINE AND/OR EMPLOYMENT TERMINATION IF I KNOWINGLY REFER A FAMILY FOR WHICH THERE IS NOT AN ACTIVE MDHS CASE OR FAIL TO FOLLOW PROPER TERMINATION OF SERVICES PROCEDURE WHEN THERE IS NO LONGER A NEED FOR CHILD SERVICES OR WHEN THE MDHS CASE IS CLOSED.

MDHS SOCIAL WORKER: _____ APPROVAL OF MDHS SUPERVISOR: _____ DATE: _____

Copy: MDHS Case Record

Original: OCY Designated Agent

NOTIFICATION OF TERMINATION
OF CHILD CARE SERVICESTO: _____ FROM: _____

_____NAME OF CHILD: _____ DATE OF BIRTH: ____/____/____
NAME OF PARENT: _____ ADDRESS: _____

PHONE NUMBER: _____ COUNTY & CODE: _____
CHILD'S SOCIAL SECURITY #: _____ CHILD'S MEDICAID #: _____

(If available)NOTES AND COMMENTS: _____

There is no longer a need for child care services for the above named child as the Protective Services case has been closed. Client is, therefore, no longer eligible for services. Case was closed on _____
Date

MDHS SOCIAL WORKER: _____ DATE: _____
SIGNATURE
MDHS SUPERVISOR: _____ DATE: _____
SIGNATURE

PLEASE DISTRIBUTE COPIES TO (1) Client File (2) Child Care Provider (3) OCY Designated Agent

Redetermination Form

CHILD CARE DEPARTMENT
(mailing address)

SIX-MONTH RE-DETERMINATION

Date: March 1 (For example)

Dear Parent:

In order to continue child care services, you must complete this re-determination form and return it to us by March 15.

Please let us know if you are still working or still in school and whether or not you still need child care services. Please check the correct box below as it relates to your current need for continued child care services. If current information is not received by March 15 your child care certificate(s) will be terminated on March 31.

Name and address (make any necessary corrections):

(attach parent label here)

- ☐ Yes, I am still working and still need child care.

I work at _____

I work _____ hours per week. *Attach 2 most recent check stubs.*

- ☐ Yes, I am still enrolled in school and still need child care.
Attach a school enrollment statement from the school for Spring semester.

- ☐ No, I do not need child care any longer as I am not working and not in school.

- ☐ My marital status and/or household size has changed as follows: _____

I certify that the above information is true. I agree to report any changes that may occur during the certificate period. I understand that child care services provided on my behalf which are received as a result of fraud must be repaid by me and that I may be subject to prosecution.

Parent's signature: _____ Date: _____

Current telephone number: _____

Monthly Child Care Co-Payment Fees for Parents

Children in foster care or protective services and children receiving SSI benefits should be assessed a co-pay fee of \$10.00 per month.

Annual Gross Family Income Range		Family of 2		Family of 3		Family of 4		Family of 5		Family of 6	
From	to Under	1		1	2	1	2	1	2	1	2
0	9,999	10		10	20	10	20	10	20	10	20
10,000	10,999	18		13	23	10	20	10	20	10	20
11,000	11,999	27		22	32	17	27	12	22	10	20
12,000	12,999	35		30	40	25	35	20	30	15	25
13,000	13,999	43		38	48	33	43	28	38	23	33
14,000	14,999	52		47	57	42	52	37	47	32	42
15,000	15,999	60		55	65	50	60	45	55	40	50
16,000	16,999	68		63	73	58	68	53	63	48	58
17,000	17,999	77		72	82	67	77	62	72	57	67
18,000	18,999	85		80	90	75	85	70	80	65	75
19,000	19,999	93		88	98	83	93	78	88	73	83
20,000	20,999	102		97	107	92	102	87	97	82	92
21,000	21,999	110		105	115	100	110	95	105	90	100
22,000	22,999	118		113	123	108	118	103	113	98	108
23,000	23,999	127		122	132	117	127	112	122	107	117
24,000	24,999	135		130	140	125	135	120	130	115	125
25,000	25,999	143		138	148	133	143	128	138	123	133
26,000	26,999	151		147	157	142	152	137	147	132	142
27,000	27,999	159		155	165	150	160	145	155	140	150
28,000	28,999			163	173	158	168	153	163	148	158
29,000	29,999			172	182	167	177	162	172	157	167
30,000	30,999			180	190	175	185	170	180	165	175
31,000	31,999			188	198	183	193	178	188	173	183
32,000	32,999			196	206	192	202	187	197	182	192
33,000	33,999			204	214	200	210	195	205	190	200
34,000	34,999			212	222	208	218	203	213	198	208
35,000	35,999					217	227	212	222	207	217
36,000	36,999					225	235	220	230	215	225
37,000	37,999					233	243	228	238	223	233
38,000	38,999					241	251	237	247	232	242
39,000	39,999					249	259	245	255	240	250
40,000	40,999					257	267	253	263	248	258
41,000	41,999							262	272	257	267
42,000	42,999							270	280	265	275
43,000	43,999							278	288	273	283
44,000	44,999							286	296	282	292
45,000	45,999							294	304	290	300
46,000	46,999							302	312	298	308
47,000	47,999							310	320	307	317
48,000	48,999									315	325
49,000	49,999									323	333
50,000	50,999									331	341

Eligibility is limited to those families earning 85% or less than the SMI.
 Boldface figures represent 50% of SMI.
 Family size of 7 or more should be treated the same as a family of 6.

Effective: October 1, 2005

OCY Weekly Child Care Reimbursement Tiers

Licensed Centers/Group Child Care Homes	Tier 1	Tier 2	Tier 3
Full-time			
Infants (birth to 12 months)	\$84.00	\$76.00	
Toddlers (13 to 36 months)	\$80.00	\$73.00	
Pre-school (3 to 5 years)	\$77.00	\$70.00	
School-age: Summer (5 to 13 years)	\$76.00	\$69.00	
Special Needs (all ages)	\$91.00	\$83.00	
Part-time			
Infants (birth to 12 months)	\$42.00	\$38.00	
Toddlers (13 to 36 months)	\$41.00	\$37.00	
Pre-school (3 to 5 years)	\$39.00	\$35.00	
School-age: Summer (5 to 13 years)	\$45.00	\$41.00	
Special Needs (all ages)	\$46.00	\$42.00	
Family Child Care Homes/ In-Home Child Care	Tier 1	Tier 2	Tier 3
Full-time			
Infants (birth to 12 months)	\$61.00	\$55.00	\$44.00
Toddlers (13 to 36 months)	\$58.00	\$53.00	\$42.00
Pre-school (3 to 5 years)	\$55.00	\$50.00	\$40.00
School-age: Summer (5 to 13 years)	\$54.00	\$49.00	\$39.00
Special Needs (all ages)	\$65.00	\$59.00	\$47.00
Part-time			
Infants (birth to 12 months)	\$31.00	\$28.00	\$22.00
Toddlers (13 to 36 months)	\$30.00	\$27.00	\$22.00
Pre-school (3 to 5 years)	\$28.00	\$25.00	\$20.00
School-age: Summer (5 to 13 years)	\$28.00	\$25.00	\$20.00
Special Needs (all ages)	\$33.00	\$30.00	\$24.00

The child care provider reimbursement rate cannot exceed the amount charged to the general public.

Effective: October 1, 2005

Mississippi Department of Human Services
Office for Children and Youth
Instructions for Tier Reimbursement Levels

Purpose:

The purpose of this form is to determine the Reimbursement Tier (rate of reimbursement) for child care providers participating in the Child Care Certificate Program. Director of multiple centers may qualify for the Tier 1 rate at only one center.

Child Care Reimbursement Tier 1:

To qualify for Reimbursement Tier 1, the full-day, full-year child care center or group child care home, must have a current license issued by the Child Care Facilities Licensure Branch, Mississippi State Department of Health. Additionally, it must:

Document center accreditation from the National Association for the Education of Young Children (NAEYC); or*

Document the on-site child care director is on site six to eight hours a day and holds a 4-year degree in the field of Early Childhood Education or Elementary Education that includes kindergarten, and Family and Consumer Sciences with an emphasis in Child Development; or*

Document that the center has a director on site six to eight hours per day and holds a two-year associate degree from an accredited community or junior college in child development technology plus four (4) years of paid experience in child care; or the center has a director that holds the OCY Director's Credentials plus four (4) years of paid experience in child care.*

To qualify for Reimbursement Tier 1, the full-day, full-year family home provider must:

Document the on-site child care director holds a 2 or 4-year degree or CDA in the field of Early Childhood Development. *

Child Care Reimbursement Tier 2:

To qualify for Reimbursement Tier 2, the child care center or group child care home must:

Document that it has a current license, or letter of exemption, issued by the Child Care Facilities Licensure Branch, Mississippi State Department of Health.

To qualify for Reimbursement Tier 2, the family child care provider must:

Document that it is regulated by the Bureau of Child Nutrition, Mississippi State Department of Education.

Child Care Reimbursement Tier 3:

To qualify for Reimbursement Tier 3, all other child care providers must be listed with the OCY Designated Agent and return the Basic Health, Safety, and Nutrition Guidelines certifying that guidelines will be followed.

*Prior to October 1, 2003, all current Tier 1 providers may fall under the grandfather clause.